

UNITED STATES DEPARTMENT OF AGRICULTURE

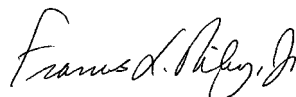
Farm Service Agency
Washington, DC 20250

Notice PM-2258

For: All FSA Federal and County Office Employees

FY 2002 Seminars of the Management Development Centers

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

HRD, Training and Development Branch (TDB) is accepting nominations for the FY 2002 Seminars of the Management Development Centers. The Centers were established to provide intensive policy, executive, and management education for a select group of Government employees.

B

Purpose

This notice:

- informs GS-11 and above employees about the FY 2002 seminars of the Management Development Centers
- explains the nomination and selection process.

C

Contact

If there are any questions about this notice, contact Julia Jackson on 202-418-9049.

Note: TTD/TTY number is 202-418-9107.

D

**Labor
Management
Obligation**

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

Disposal Date

December 1, 2001

Distribution

All FSA Federal and County Office employees;
State Offices relay to County Offices

2 Program Overview

A

Program Purpose

The seminars of the Management Development Centers help employees:

- better understand their role in providing leadership
 - gain information about current Administration initiatives
 - examine managerial skills
 - learn to work effectively with a work force undergoing profound change.
-

B

Additional Information About Individual Seminars

Seminars are residential and are 1 to 2 weeks long. Additional information about individual seminars including length, locations, and cost is provided in the booklet entitled "Management Development Centers, Catalog of Courses Seminars".

The booklet is available for review according to the following table.

IF employee is located in...	THEN the booklet is available from...
National Office	<ul style="list-style-type: none">• division or staff training contacts• HRD/TDB• outside room 3095-South.
Field Office	<ul style="list-style-type: none">• State training officers• APFO training officers• KCCO training officers• KCAO training officers• KCFO training officers• KC-ITSDO training officers• KC-ITSTO training officers

Note: See Exhibit 1 for the Management Development Centers schedule.

3 Nomination Process

A

Nominee Qualifications

Nominees for the seminars must meet at least the minimum criteria specified in the "Who Should Attend" paragraphs outlined for individual seminars in Exhibit 2.

Note: See Exhibit 2 for an outline of eligibility criteria for specific Management Development Center Seminars.

B

How to Apply

Eligible employees may apply for an individual seminar by submitting a nomination package containing the following:

- one original and 6 copies of the completed FSA-1039 (Exhibit 3), with supervisory concurrence and signature

Notes: FSA-1039 is available from the FFAS Employee Forms Site available from <http://intranet.fsa.usda.gov>.

Union officials on 100 percent official time do not need supervisory concurrence and signature.

- written statement of 2 pages or less addressing how this training will improve performance in current and expected job assignments

Note: Emphasis should be on abilities or competencies in the following areas:

- oral, written, and interpersonal communication
 - leadership
 - initiative
 - technical competence.
- list of all formal training courses taken in the last 5 years.
-

Continued on the next page

3 Nomination Process (Continued)

C

Where to Send Nomination Package

Send the nomination package, according to subparagraph B, to either of the following addresses:

- **regular mail:**

USDA, FSA, HRD, TDB
STOP 0574
1400 Independence Avenue, SW
Washington, DC 20250-0574

- **FEDEX:**

USDA, FSA, HRD, TDB
2101 L St. NW, Suite 303A
Washington, DC 20037.

D

Deadline for Submitting Nominations

All nominations must be **received** in HRD, TDB by **September 7, 2001**. Nominations received after this date will not be considered. Substitution of nomination items will **not** be permitted after the deadline.

4 Selection Process

A

Participant Selection

FSA may nominate up to 25 employees. Participants will be selected as follows.

- Panels will review and rank employee nominations using criteria established Agency-wide. Candidates will be considered without discrimination for any nonmerit reason such as race, color, religion, sex, national origin, age, marital status, or disability.
 - The work of candidates while on official time performing labor relations representational functions must be viewed with neutrality.
 - FSA Partnership Council related work shall be viewed as administrative duty, and thus shall be subject to assessment/evaluation by the panel.
-

Continued on the next page

4 Selection Process (Continued)

A

Participant Selection (Continued)

- The panel recommends final participants and refers participants to the Administrator or designee for approval for the allotted number of spaces approved.
 - No panel will be held if the number of applications received does not exceed the number of positions available.
-

B

Panel Membership

HRD, TDB will facilitate panels. The panel consists of:

- 3 voting Agency employees
 - 1 HRD, TDB nonvoting representative
 - 1 EEO nonvoting representative
 - 1 Union nonvoting representative.
-

C

Program Cost

Tuition for the 2002 Seminars of the Management Development Centers ranges from \$2,400 to \$4,500 depending on the trainee's course selection.

Federal employee's tuition should be coded to their originating office.

Non-Federal employees should use County Office administrative funding. Allotment increases to cover tuition costs may be requested from BUD.

Tuition does not include travel costs. Travel costs will be funded by the employee's office travel budget.

D

Selection Notification

HRD, TDB will notify nominees of selection.

E

Reasonable Accommodation

Persons with disabilities who require accommodations to attend or participate in a seminar should contact Julia Jackson on 202-418-9049 or TDD at 202-418-9107 by September 7, 2001.

Programs of the Management Development Seminar

MANAGEMENT DEVELOPMENT CENTERS

SCHEDULE: PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS

(EMDC) = Shepherdstown (WMDC) = Denver

Alternative Dispute Resolution

Dec 10-14 '01 (EMDC)
May 20-24 '02 (EMDC)

Contemporary Leadership Issues Seminar

May 28-30 '02 (EMDC)
Sep 4-6 '02 (EMDC)

Countering Terrorism Seminar

May 6-10 '02 (WMDC)

Developing Customer-Focused Organizations

Dec 10-14 '01 (EMDC)
Feb 11-15 '02 (EMDC)
Mar 18-22 '02 (EMDC)
May 20-24 '02 (EMDC)
Jul 8-12 '02 (EMDC)

Developing High-Performing Teams

Jan 7-11 '02 (WMDC)
Mar 18-22 '02 (WMDC)
Jun 10-14 '02 (WMDC)
Aug 19-23 '02 (WMDC)

Dynamics of Public Policy

Mar 4-15 '02 (EMDC)

Environmental Policy Issues

Mar 25-April 5 '02 (EMDC)

Executive Assessment Program

Mar 17-22 '02 (WMDC)
Sep 22-27 '02 (WMDC)

Executive Communications:

Representing Your Agency

Feb 4-8 '02 (WMDC)
May 13-17 '02 (WMDC)
Sep 23-27 '02 (WMDC)

Executive Development Seminar:

Leading Change

Oct 9-19 '01 (WMDC)
Oct 29-Nov 9 '01 (EMDC)
Jan 7-18 '02 (EMDC)
Jan 22-Feb 1 '02 (WMDC)
Feb 19-Mar 1 '02 (EMDC)
Mar 25-Apr 5 '02 (EMDC)
Apr 22-May 3 '02 (WMDC)
May 6-17 '02 (EMDC)
Jun 3-14 '02 (EMDC)
Jun 17-28 '02 (WMDC)
Jul 15-26 '02 (EMDC)
Aug 12-23 '02 (EMDC)
Sep 9-20 '02 (WMDC)
Sep 16-27 '02 (EMDC)

Executive Forum on Current Issues

Feb 19-Mar 1 '02 (EMDC)
Jul 29-Aug 9 '02 (EMDC)

Executive Supervisory Skills

Oct 29-Nov 2 '01 (WMDC)
Jul 29-Aug 2 '02 (WMDC)
Sep 23-27 '02 (WMDC)

Facilitative Leadership

Mar 11-15 '02 (WMDC)
Aug 5-9 '02 (WMDC)

Federal Budgetary Policies and Processes

Apr 8-19 '02 (WMDC)

Federal Human Resources Management

Apr 8-19 '02 (EMDC)

Government Performance and Results:

Managing Your Organization to Outcomes and Results

Feb 11-15 '02 (EMDC)
Aug 26-30 '02 (EMDC)

Heathy Watersheds: Community-Based Partnerships for Environmental Decision-Making

Sep 9-20 '02 (WMDC)

Leadership Assessment Program

Dec 10-14 '01 (EMDC)
Mar 18-22 '02 (EMDC)
May 20-24 '02 (EMDC)

Jul 8-12 '02 (EMDC)

Aug 26-30 '02 (EMDC)

Leadership Communication Workshop:

Interpersonal Communication

Dec 3-7 '01 (WMDC)
Feb 11-15 '02 (WMDC)
Apr 29-May 3 '02 (WMDC)
Sep 9-13 '02 (WMDC)

Leadership Potential Seminar

Nov 26-Dec 7 '01 (WMDC)
Jan 28-Feb 8 '02 (EMDC)
Feb 19-Mar 1 '02 (WMDC)
Mar 4-15 '02 (EMDC)
Mar 25-Apr 5 '02 (EMDC)
Apr 8-19 '02 (WMDC)
Apr 22-May 3 '02 (EMDC)
May 13-24 '02 (WMDC)
Jun 3-14 '02 (WMDC)
Jun 17-28 '02 (EMDC)
Jul 22-Aug 2 '02 (WMDC)
Aug 12-23 '02 (EMDC)
Sep 16-27 '02 (EMDC)

Leadership Skills for Non-Supervisors/Managers

Jan 6-11 '02 (WMDC)
May 19-24 '02 (WMDC)
Jul 7-12 '02 (WMDC)
Aug 25-30 '02 (WMDC)
Sep 29-Oct 4 '02 (WMDC)

Continued on the next page

Programs of the Management Development Centers (Continued)

MANAGEMENT DEVELOPMENT CENTERS

SCHEDULE: PROGRAMS OF THE MANAGEMENT DEVELOPMENT CENTERS

(EMDC) = Shepherdstown (WMDC) = Denver

Management Assessment Program

Dec 2-7 '01 (WMDC)
 Jan 27-Feb '01 (WMDC)
 Feb 10-15 '02 (WMDC)
 May 5-10 '02 (WMDC)
 Jun 2-7 '02 (WMDC)
 Aug 18-23 '02 (WMDC)

Management Development Seminar:**Leading Organizations**

Oct 15-26 '01 (EMDC)
 Nov 5-16 '01 (WMDC)
 Nov 26-Dec 7 '01 (EMDC)
 Dec 10-Dec 21 '01 (WMDC)
 Jan 7-18 '02 (EMDC)
 Jan 28-Feb 8 '02 (WMDC)
 Feb 19-Mar 1 '02 (EMDC)
 Mar 4-15 '02 (WMDC)
 Mar 25-Apr 5 '02 (WMDC)
 Apr 8-19 '02 (EMDC)
 May 6-17 '02 (EMDC)
 May 13-24 '02 (WMDC)
 Jun 3-14 '02 (EMDC)
 Jun 17-28 '02 (WMDC)
 Jul 8-19 '02 (WMDC)
 Jul 15-26 '02 (EMDC)
 Aug 5-16 '02 (WMDC)
 Aug 12-23 '02 (EMDC)
 Sep 3-13 '02 (EMDC)
 Sep 9-20 '02 (WMDC)

Management of Information Technology

Jan 7-11 '02 (WMDC)
 Apr 22-26 '02 (WMDC)
 Aug 12-16 '02 (WMDC)

Managing Project Teams

Nov 26-30 '01 (WMDC)
 Mar 4-8 '02 (WMDC)
 Apr 22-26 '02 (EMDC)
 Aug 26-30 '02 (WMDC)

Maximizing Human Capital in the 21st Century

Feb 11-15 '02 (WMDC)

National Security Policy: Policies and Issues

Oct 22-Nov 2 '01 (WMDC)
 Sep 9-19 '02 (WMDC)

Natural Resources Seminar

Jun 3-14 '02 (EMDC)

Science, Technology and Public Policy

Nov 26-Dec 7 '01 (EMDC)
 May 6-17 '02 (EMDC)
 Aug 12-23 '02 (EMDC)

Seminar for New Managers: Leading People

Oct 15-26 '01 (EMDC)
 Nov 5-16 '01 (WMDC)
 Nov 26-Dec 7 '01 (EMDC)
 Dec 10-21 '01 (WMDC)
 Jan 7-18 '02 (EMDC)
 Jan 22-Feb 1 '02 (WMDC)
 Jan 28-Feb 8 '02 (EMDC)
 Feb 19-Mar 1 '02 (WMDC)
 Mar 4-15 '02 (EMDC)
 Mar 25-Apr 5 '02 (WMDC)
 Apr 8-19 '02 (EMDC)
 Apr 22-May 3 '02 (WMDC)
 May 6-17 '02 (EMDC)
 May 13-24 '02 (WMDC)
 Jun 3-14 '02 (WMDC)
 Jun 17-28 '02 (EMDC)
 Jul 8-19 '02 (WMDC)
 Jul 29-Aug 9 '02 (EMDC)
 Aug 5-16 '02 (WMDC)

Sep 3-13 '02 (EMDC)

Strategic Diversity: A Business Necessity

Mar 18-22 '02 (EMDC)

Strategic Leadership: Developing a Performance-Based Culture

Jun 24-28 '02 (WMDC)

Strategic Leadership: Building Performance-Based Organizations

Jun 17-21 '02 (WMDC)

Supervisory Leadership Seminar

Oct 29-Nov 9 '01 (EMDC)

Jan 7-18 '02 (WMDC)
 Apr 22-May 3 '02 (EMDC)
 Jun 17-28 '02 (EMDC)
 Aug 19-30 '02 (WMDC)
 Sep 16-27 '02 (EMDC)

Team Building and Team Leadership

Oct 15-19 '01 (WMDC)
 Dec 3-7 '01 (WMDC)
 Feb 11-15 '02 (EMDC)

Mar 18-22 '02 (WMDC)
 Apr 22-26 '02 (EMDC)
 May 6-10 '02 (WMDC)
 Jun 3-7 '02 (WMDC)
 Aug 26-30 '02 (EMDC)
 Sep 23-27 '02 (WMDC)

Eligibility Criteria for Specific Management Development Center Seminars

Programs by GS Level							
Program Title	Pg.	11	12	13	14	15	SES
360 Degree Leadership	22					H•	•
Building High Performance Organizations for the 21st Century	34					H•	•
Creative Leadership: Making Your Organization More Entrepreneurial	35					H•	•
Designing a Learning Organization	36					H•	•
Executive Coaching	23					H•	•
Executive Communication Skills: Leading the Process of Change	24					H•	•
Innovation in Government Lab	39					H•	•
Leadership for a Democratic Society	11					H•	•
Leadership for Results	40					H•	•
Strategic Management for Executives	44					H•	•
The Aspen Institute Executive Seminar	47					H•	•
The Aspen Institute Leading Change in Government Seminar	48					H•	•
The Leadership Assessment Experience	19					H•	•
Executive in Residence Program	72					H•	•
Developing Customer-Focused Organizations	37		•	•	•	•	•
Executive Assessment Program	18					H•	•
Natural Resources Seminar: Policies and Issues	61			•	•	•	•
Strategies to Build High Performing Organizations: Performance Driven Organizations	45					•	•
Executive Development Seminar: Leading Change	10				H•		
Alternative Dispute Resolution	33			•	•	•	
Countering Terrorism Seminar	50	•	•	•	•	•	
Developing High Performing Teams	29	•	•	•	•	•	
Diversity: A Business Necessity for the Millennium	38			•	•	•	
Dynamics of Public Policy	51				•	•	
Environmental Policy Issues	52			•	•	•	
Leadership Communications Workshop: Interpersonal Communication	26			•	•	•	
Executive Forum on Current Issues	53				•	•	
Executive Supervisory Skills	25			•	•	•	
Federal Budgetary Policies and Processes	54		•	•	•	•	
Federal Human Resources Management	55				•	•	
Government Performance and Results: Managing Your Organization to Outcomes and Results	56			•	•	•	
Leadership Skills for Non-Supervisors and Non-Managers	28			•	•	•	
Leadership Update Seminar	58	•	•	•	•	•	
Management of Information Technology	59			•	•	•	
Managing Project Teams	30	•	•	•	•	•	
National Security Policy	60			•	•	•	
Science, Technology, and Public Policy	62			H•	•	•	
Seminar for New Managers: Leading People	8			•	•	•	
Team Building and Team Leadership	31	•	•	•	•	•	
Team Facilitation Skills Workshop	32	•	•	•	•	•	
United States Foreign Policy	63			•	•	•	
Healthy Watershed: Community-Based Partnership	57	•	•	•	•	•	
Leadership Communications Workshop: Representing Your Agency to External Audiences	27			•	•	•	
Revitalizing the Downsized Organization	43	•	•	•	•	•	
Management Assessment Program	17			•	•		
Management Development Seminar: Leading Organizations	9			•	•		
Leadership Assessment Program	16	•	•				
Leadership Potential Seminar	6	•	•	•			
Strategies to Build High Performing Organizations: The Executive as Change Agent	46						
Supervisory Leadership Seminar	7	•	•				

H• = High Potential Candidates



Offered at



89

FSA-1039, 2002 Management Development Centers Nomination Form

REPRODUCE LOCALLY. Include form number and date on reproductions. FSA-1039 (08-21-01)			2002 Management Development Centers NOMINATION FORM Note: Deadline September 7, 2001																						
1. Indicate appropriate FSA office (Check). AO <input type="checkbox"/> DAFP <input type="checkbox"/> DACO <input type="checkbox"/> DAFLP <input type="checkbox"/> EDSO <input type="checkbox"/> DAM <input type="checkbox"/>																									
2. Name and Home Address			3. Duty Station		4. Stop Code																				
5. Title			6. Grade																						
7A. Home Telephone Number ()			7B. Office Telephone Number and Fax Number () ()																						
8. Select your 1st and 2nd choice seminars. <div style="text-align: center;">1st Choice*</div> <table border="1" style="width: 100%;"> <tr><td>Course*:</td><td></td></tr> <tr><td>Location 1st Choice*:</td><td></td></tr> <tr><td>Location 2nd Choice*:</td><td></td></tr> <tr><td>Dates 1st Choice*:</td><td></td></tr> <tr><td>Dates 2nd Choice*:</td><td></td></tr> </table> <div style="text-align: center;">2nd Choice*</div> <table border="1" style="width: 100%;"> <tr><td>Course*:</td><td></td></tr> <tr><td>Location 1st Choice*:</td><td></td></tr> <tr><td>Location 2nd Choice*:</td><td></td></tr> <tr><td>Dates 1st Choice*:</td><td></td></tr> <tr><td>Dates 2nd Choice*:</td><td></td></tr> </table>						Course*:		Location 1st Choice*:		Location 2nd Choice*:		Dates 1st Choice*:		Dates 2nd Choice*:		Course*:		Location 1st Choice*:		Location 2nd Choice*:		Dates 1st Choice*:		Dates 2nd Choice*:	
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* Indicate a 1st and 2nd choice seminar, location, and date. Competition for seminars is very keen and therefore we sometimes have to schedule participants for their second choice.																									
9. Please notify your supervisor that you are submitting your name for consideration of the training listed above. Have your supervisor sign below to indicate that they have been notified. Tuition does not include travel costs. Travel costs will be funded by the employee's office travel budget.																									
Supervisor's Signature			Date																						
10. Other required information to be included with this nomination form: A. Written statement of 2 pages or less addressing how this training will improve your performance in your current and expected job assignments. Please address the following criteria in your statement: <ul style="list-style-type: none"> • oral, written, and interpersonal communication • leadership • initiative B. List of all formal training courses taken in the last 5 years.																									
11. Please submit this nomination form, and all other information listed in Item 10 (one original and 6 copies), by September 7, 2001.																									
USDA-FSA-HRD, Training and Development Branch Stop 0574 Julia Jackson 1400 Independence Avenue, SW Washington, DC 20250-0574			OR FEDEX TO: USDA-FSA-HRD, Training and Development Branch Julia Jackson 2101 L Street, NW Suite 303-A Washington, DC 20037																						
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